



Job Description

Holiday Event Coordinator

(CAOF)

Department: 445 Marina

EEO Class:

Date Written: 9 23 16

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Holiday Event Coordinator plans, organizes, implements and oversees holiday events within the City. Work is supervised by the Marina Manager (Harbormaster). Work activities include a variety of duties pertaining to the overall coordination of all holiday events.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following as well as their related duties that may be assigned.

- Plans, organizes and implements holiday event programs; develops resources from other agencies and institutions within the community, state and national level
- Develop program evaluation framework to assess the strengths of the events and to identify areas of improvement, which will include contacts, budget, and potential changes for the following year.
- Propose new ideas to improve the event planning and implementation process.
- Prepares monthly and annual reports as well as other information required by the Director and governing authorities
- Coordinates with outside vendors (food, drinks, toys, crafts, etc.).
- Coordinates with the City's community organizations and the sponsors of holiday events that utilize the City's facilities and personnel.
- Manages and arrange inventory and maintenance of the buildings and structures assigned to the Leisure Services division.
- Meets with event sponsors to determine the needs of city services such as security, lighting, advertisement promotion, and direction of money outlays. Coordinates with other city employees to deliver these services
- Coordinates with outside organizations for assistance and requests for city services.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Strong knowledge of Microsoft Office Suite, including word, excel, powerpoint, etc.
- Experience with event execution.
- Must have good organizational skills.
- Must have a good knowledge of social media (Facebook, Twitter, etc.)
- Ability to prepare and administer a budget
- Ability to communicate at a high level with those involved in event planning as well as those involved in the actual event
- Must have excellent customer service skills.
- Self-directed but able to work collectively as a team player.
- Must be able to complete assigned tasks within a designated timeframe, without constant supervision
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, Media, and the general public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to market to and communicate with local businesses for the purposes of sponsorship of the various holiday or other events
- Ability to work irregular and long hours as needed, including early mornings, evenings and weekends.
- Willingness to work in the elements (heat, rain, cold temperatures, etc.)

Education and Experience

High School Graduate, with a minimum of three to four years event planning or related experience and/or training in the area of event coordination; or equivalent combination of education and experience.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both in and out of doors. Primary responsibilities equate up to 75% of the job responsibilities. The remaining percentage is involved in the operation and supervision of the City's Marina Facility as assigned by the Harbormaster.